



Human Resources

DATE POSTED: May 13, 2005

REQ. # 05-113

NOTICE OF JOB OPENING
ST. LUCIE COUNTY BOARD OF COUNTY COMMISSIONERS
EQUAL OPPORTUNITY EMPLOYER

2300 Virginia Avenue Fort Pierce, Fl. 34982 – 5652

Telephone (772) 462-1546 Jobline (772) 462-1967

<http://co.st-lucie.fl.us>

This position must be posted for at least five (5) working days from 05-13-2005 TO 05-19-2005, but will remain open until filled.

DEPARTMENT/DIVISION
LIBRARY - FORT PIERCE BRANCH

POSITION AVAILABLE
LIBRARY PAGE - PART TIME

OF OPENINGS
1

STARTING SALARY
\$6.30 / hour

COMMENTS
Part time position in the Reference Department of the Fort Pierce Branch Library. Position is 24 hours per week with nights, Saturday and Sunday work schedule. Position involves reshelving returned library materials; keeping the periodical stacks straight; keeping Reference collection in proper Dewey Decimal classification. Some work on public computers to assist the public. Good communication skills needed.

VETERANS PREFERENCE
It is the policy of St. Lucie County to give preference to eligible veterans and spouses of veterans in appointment and retention in county employment positions in accordance with Chapter 295, Florida Statutes, and Chapter 22VP-1, Florida Administrative Code. Copies of Chapter 295 and Chapter 22VP-1 are available for review in the Human Resources Department.

JOB CODE: 848
PAY GRADE: 1
SALARY: \$6.30 - \$9.81
LIBRARY PAGE

MAJOR FUNCTION: Routine work performing general library and janitorial work.

KNOWLEDGE, ABILITIES AND SKILLS NEEDED TO PERFORM THE ESSENTIAL JOB FUNCTIONS OF THE POSITION:

Knowledge: General knowledge of library practices, principles and techniques.

Abilities: Ability to establish and maintain effective working relationships with patrons and other employees. Ability to operate basic library equipment. Ability to read numbers and letters rapidly and accurately. Ability to follow simple oral and written instructions. Ability to input data into a computer terminal. Ability to push loaded book carts.

ESSENTIAL JOB FUNCTION: Sorts and reshelves books, periodicals, filmstrips, video cassettes, phonographs, etc .Clears tables of books and magazines. May on occasion run library related errands. Reads books stacks to maintain order. May be called upon to perform general housekeeping duties. Performs related work as requested or assigned.

ESSENTIAL PHYSICAL SKILLS: Very frequent use of good near vision, good hearing. Constant walking and standing. Ability to lift occasionally 30 pounds.

ENVIRONMENTAL CONDITION REQUIREMENTS: Constant work inside the library facility in a standing, stooping and bending posture. Some areas of the library facility have high dust levels which may cause allergic reactions. Occasional stressful interactions with irate patrons.

WORK HAZARDS: Possibility of books and/or book carts falling on employee.

EDUCATION: Graduation from high school or possession of an acceptable, equivalency diploma.

EXPERIENCE: Some experience in library related work in addition to some filing experience.

LICENSE, CERTIFICATION OR REGISTRATION: Valid Florida driver's license may be required.

Union	Non-Union ✓	Exempt	Non-Exempt ✓
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